

# ORDER FORM/POLICY & PROCEDURE MANUAL

COST OF MANUAL \$ 55.00 (CASHIER'S CHECK OR MONEY ORDER)  
NO CASH OR PERSONAL CHECKS

**MAKE CHECK PAYABLE TO: KENTUCKY STATE TREASURER**

☐ AGENCY/ PROVIDER: \_\_\_\_\_

PLEASE LIST CONTACT PERSON TO RECEIVE MANUAL IF DIFFERENT  
THAN PROVIDER: \_\_\_\_\_

☐ ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
PHONE: \_\_\_\_\_

PLEASE COMPLETE ORDER FORM AND MAIL IT ALONG WITH PAYMENT TO:

**CCSHCN/FIRST STEPS  
982 EASTERN PARKWAY  
LOUISVILLE KY 40217**

**ATT: FINANCE DEPT**

**OFFICE USE ONLY**

DATE RECEIVED \_\_\_\_\_  
INITIALS \_\_\_\_\_

TOTAL AMOUNT PAID \$ \_\_\_\_\_